

**DATE:** June 1, 2020

**TO:** Mayor Nicola Smith  
Lynnwood City Council

**FROM:** Ashley Winchell, AICP, Interim Planning Manager

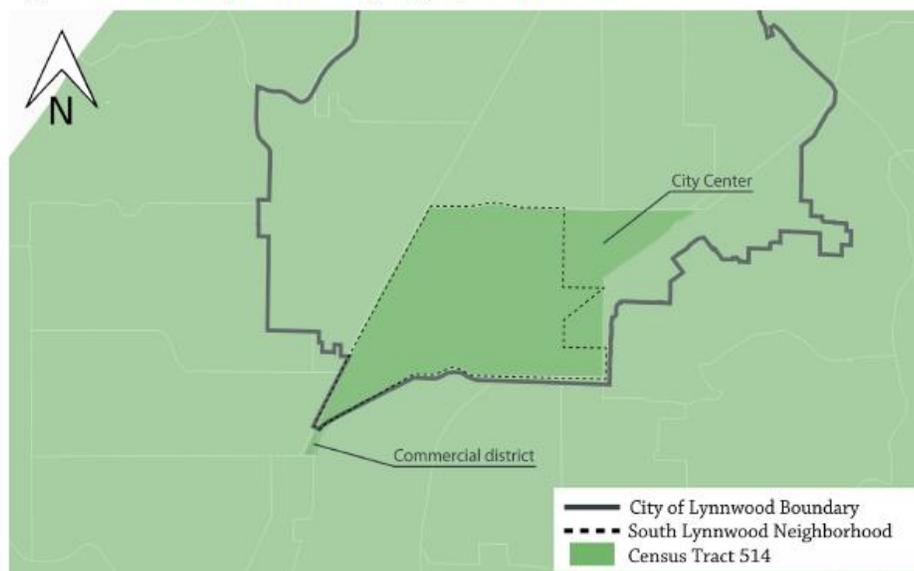
**CC:** David Kleitsch, Economic Development Director / Interim Community Development Director  
Sarah Olson, Parks, Recreation & Cultural Arts Deputy Director  
Christy Murray, Project/Tourism Manager

**RE: South Lynnwood Neighborhood Plan Updates**

This memo provides updates regarding the on-going South Lynnwood Neighborhood Plan; a sub-area planning project. Staff planned to provide updates to City Council in-person, however the current COVID emergency necessitates that this update be through an FYI memo. City staff is available to answer questions you may have.

For the purposes of this project, South Lynnwood is defined by Census Tract 514 (figure 1) that is bounded by Highway 99, 196<sup>th</sup> St SW, 50<sup>th</sup> Ave W and the City’s southern border. The City Center is not a part of South Lynnwood because a sub-area plan for the City Center was previously adopted by the Council in 2005.

Figure 1. South Lynnwood’s geographic boundaries



Creating a sub-area plan for the South Lynnwood Neighborhood has previously been identified in the Lynnwood’s Economic Development Plans adopted by Council in 2004 and 2015. In 2017 a South Lynnwood Plan was identified as a city priority to address neighborhood conditions, development pressures and traffic from the coming light rail station, a complicated mix of land uses including important light-industrial businesses, and the needs of Lynnwood’s most vulnerable populations. Creating the neighborhood plan was preceded by three years of community outreach and engagement with area residents and businesses to build trust and support for preparing the plan.

The purpose of the South Lynnwood Plan will be to identify policies and projects that address the following visionary themes for the neighborhood.

- Residents, businesses, and community partners work together to create a vibrant community which celebrates diversity.
- Households, families, community partners, and businesses are preserved and stable.
- The neighborhood is home to safe walking networks, parks, open spaces, and gathering places.
- Economic development progresses through employment opportunities and access to social services.

These themes were identified through public surveys, one-on-one interviews, and conversations among stakeholders.

### **Existing Conditions**

The initial focus of the planning effort is to prepare an existing conditions report. This report identifies key findings in the following categories:

1. Demographic Analysis
2. Land Use and Urban Form
3. Housing
4. Economic Analysis
5. Workforce and Jobs
6. Environmental Survey

The project team is currently reviewing the information collected to identify gaps which may require additional attention to address the project’s visionary themes.

This draft report is attached to this memo.

### **Public Engagement**

A Public Engagement Plan (PEP) for the South Lynnwood Neighborhood Plan was drafted in Fall 2019. The PEP outlines how the public will be engaged to guide the creation of the plan. A pre-engagement phase of the project focused on speaking to

residents, business owners, service providers and other key stakeholders to determine the most effective way to engage the neighborhood. This input molded the PEP.

A joint meeting of the Planning Commission, Human Services Commission, and Diversity, Equity and Inclusion Commission was held on October 24, 2019 to share information about the project. The commission members shared valuable input regarding strengths, challenges and hopes for the neighborhood.

Through this process, a Co-Design Committee strategy was adopted for primary community engagement. This Co-Design methodology is an equitable and participatory process where solutions are developed by the Committee in partnership with the City. Through this process, recommendations are identified by the community and city staff to inform plan policies.

The Co-Design Committee has held two meetings to date. The committee is comprised of 22 members including residents, business owners, service providers, and city staff.

The first Co-Design Meeting was held on February 18, 2020 prior to any COVID related closures. That in-person meeting was attended by 17 committee members. There was robust conversation regarding hopes for the neighborhood and current challenges. The group also reviewed the draft existing conditions report.

The project team discussed whether the engagement phase should continue during the shutdown. The project team reached out to the Co-Design Committee members via phone, email and an e-survey to assess whether meeting during the shut-down would present challenges. A majority of the committee wished to move forward. The project team held the second Co-Design Committee on May 19, 2020 via Zoom. A total of 14 members participated, and the conversation focused on priorities and indicators of success.

A public open house was scheduled for May 19, 2020. This meeting was cancelled due to the shutdown. The project team still feels a public open house is needed to fully engage community members outside of the Co-Design Committee. The project team is assessing the current situation and strategies to determine the best steps for moving forward.

### **Project Scope**

The consultant contract for this project established the scope of services. The scope is summarized as follows:

- **Task 1 – Public Engagement.** This task will be ongoing throughout the duration of the project. The Consultant team will develop and implement a successful public engagement plan to identify key strategies for the South Lynnwood Neighborhood Plan and present recommendations and steps for follow-through.

- Task 2 – Existing Conditions Survey. This Task includes several products to accurately characterize existing conditions and opportunities in the neighborhood.
- Task 3 – Debrief. This task represents contact between the consultant team and City to guide the project and debrief on progress.
- Task 4 – Recommendations. This task includes a variety of recommendations that the Consultant will provide to the City in the form of an Action List and Implementation Report.
- Task 5 – Project Management. This task represents project management services provided by the consultant, BHC.

Task 2 is complete; Tasks 1, 4 and 5 are currently underway.

### **Phase II Next Steps**

The project team is determining the best time and method to convene a public open house. The original preference was to hold an in-person open house. The team is waiting to see when they may be able to meet in person and determining whether an online open house would be supported.

The team is also continuing to work with the Co-Design Committee to draft recommendations for the plan. The original project schedule anticipated that plan recommendations be completed this fall. The team is hoping to maintain this schedule considering the current COVID situation.

The team initially planned to bring this project to City Council for review and consideration in the 4<sup>th</sup> quarter of late 2020. It is very likely this schedule may be extended to accommodate the current Stay Home order.